

**MIDWEST AREA  
STANDARD OPERATING PROCEDURES  
MANUAL**

**AGENCY ABBREVIATIONS**

**Created By  
Program Administrative Support Task Group  
Updated July 2003**

## AGENCY ABBREVIATIONS

AAD	Associate Area Director
AAO	Area Administrative Officer
ABFO	Area Budget & Fiscal Officer
AC	Administrators Council
ACRM	Area Civil Rights Manager
ACS	Area Computer Specialist
AD	Area Director or Agriculture Department; e.g., AD-332
ADA	Associate Deputy Administrator
ADA	Americans with Disabilities Act of 1990
ADO	Authorized Departmental Officer
ADODR	Authorized Department Officer's Designated Representative
ADOL	Avian Disease & Oncology Laboratory
ADP	Automated Data Processing
AE	Architectural Engineer
AEP	Affirmative Employment Program
AES	Agricultural Experiment Station
AFGE	American Federation of Government Employees
AFM	Administrative and Financial Management
AM	Administrative Management
APHIS	Animal Plant Health Inspection Service
APP	Annual Performance Planning
ARIS	Agricultural Research Information System
ARMPS	Annual Resource Management Planning System
ARS	Agricultural Research Service
ARSHS	Agricultural Research Service Homeland Security
ASAP	As Soon As Possible
ASST AD	Assistant Area Director
B&F	Budget & Fiscal
BA	Beltsville Area
BARC	Beltsville Agricultural Research Center
BARD	Binational Agricultural Research and Development
BPA	Blanket Purchase Agreement
BPMS	Budget Program Management Staff
BRDC	Biotechnology Research & Development Corporation
CAD	Contracting & Assistance Division
CAT	Category
CD	Center Director
CEPS	Cluster Environmental Protection Specialist
CFC	Combined Federal Campaign
CNRC	Children's Nutrition Research Center
COB	Close of Business
CR	Civil Rights
CRADA	Cooperative Research and Development Agreement
CRAS	CRIS Resource Allocation Schedule
CRIS	Current Research Information System
CS	Contract Specialist
CSREES	Cooperative State Research Education Extension Service
CSRS	Civil Service Retirement System
CTAP	Career Transition Assistance Program
CWU	CRIS Work Unit
CY	Calendar Year
DA	Deputy Administrator
DAD	Deputy Area Director
DAEA	Designated Area Ethics Advisor
DE	Data Entry
EAP	Employee Assistance Program
EEAC	Equal Employment Advisory Council
EEO	Equal Employment Opportunity
EOD	Enter on Duty
EPF	Employee Performance Folder

ERRC	Eastern Regional Research Center
ERS	Economic Research Service
FAS	Foreign Agricultural Service
FEGLI	Federal Employees' Group Life Insurance
FEHB	Federal Employees' Health Benefits
FERS	Federal Employees' Retirement System
FFIS	Foundation Financial Information System
FMD	Financial Management Division
FOIA	Freedom of Information Act
FPL	Full Performance Level
FTE	Full Time Equivalent
FY	Fiscal Year
FYI	For Your Information
GBL	Government Bill of Lading
GOV	Government Owned Vehicle
GPO	Government Printing Office
GPRA	Government Performance & Results Act
GS	General Schedule
GSA	General Services Administration
HNRC	Human Nutrition Research Center
HPRL	High Priority Requirements List
HQ	Headquarters
HRD	Human Resources Division
HRM	Human Resource Management
IDP	Individual Development Plan
IR	Invention Report
IS	Information Staff
IT	Information Technology
LAO	Location Administrative Officer
LC	Location Coordinator
LD	Laboratory Director
LERB	Labor Employee Relations Branch
LOTS	Location Obligation Tracking System
LS	Lead Scientist
LWOP	Leave Without Pay
MAP	Modernization of Administrative Process
MARC	Meat Animal Research Center
MMOU	Master Memorandum of Understanding
MSA	Mid-South Area
MU	Management Unit
MWA	Midwest Area
NAA	North Atlantic Area
NACOSP	National Advisory Council for Office Support Professionals
NADC	National Animal Disease Center
NAL	National Agricultural Library
NASS	National Agricultural Statistics Service
NCAUR	National Center for Agricultural Utilization Research
NCRPIS	North Central Regional Plant Introduction Station
NFC	National Finance Center
NFMP	National Facilities Management Plan
NOB	North Operations Branch
NPA	Northern Plains Area
NPL	National Program Leader
NPPC	National Patent Program Coordinator
NPS	National Program Staff
NSB	National Service Branch
NSRC	National Swine Research Center
NSTL	National Soil Tilth Laboratory
NTE	Not to Exceed
OA	Office of the Administrator
OCI	Office of Cooperative Interactions
OCIO	Office of Chief Information Officer
OF	Optional Form
OGC	Office of the General Counsel
OGE	Office of Government Ethics

OICD	Office of International Cooperation & Development
OIG	Office of Inspector General
OIRP	Office of International Research Programs
OMSP	Occupational Medical Surveillance Program
OPM	Office of Personnel Management
OSQR	Office of Scientific Quality Review
OTT	Office of Technology Transfer
OWCP	Office of Workers' Compensation Program
P&P	Policies and Procedures
PA	Program Analyst
PAA	Program Analyst Assistant
PAO	Procurement Assistance Officer
PASTG	Program Administrative Support Task Group
PC	Personal Computer
PCMS	Purchase Card Management System
PD	Position Description
PEAK	Professional Excellence and Knowledge
PFT	Permanent Full Time
PI	Principal Investigator
PIADC	Plum Island Animal Disease Center
PIED	Policy, Innovation, & Employee Development
PIP	Performance Improvement Plan
PM	Program Management
POB	Personnel Operations Branch
POV	Privately Owned Vehicle
PPT	Permanent Part Time
PRO	Promote
PSP	Position Staffing Plan
PWA	Pacific West Area
QSI	Quality Step Increase
R&D	Research & Development
R&M	Repair and Maintenance
RAP	Research Apprenticeship Program
RARC	Russell Agricultural Research Center
REE	Research, Education & Economics
RGEG	Research Grade Evaluation Guide
RIF	Reduction In Force
RIG	Remain In Grade
RL	Research Leader
RPES	Research Position Evaluation System
RPS	Research Project Statement
RSA	Research Support Agreement
RU	Research Unit
SAA	South Atlantic Area
SAMS	Salary Allocation Management System
SBG	Scored Below Grade
SCD	Service Computation Date
SCEP	Student Career Experience Program
SEC	Secretary
SES	Senior Executive Service
SET	Service Employees Team
SEU	Special Examining Unit
SF	Standard Form
SHEM	Safety Health & Environmental Management
SIP	Summer Intern Program
SIR	Statutory Invention Registration
SLP	Salary Lapse Policy
SPA	Southern Plains Area
SRRC	Southern Regional Research Center
ST	Scientific and Technical Positions
STAR	System for Time & Attendance Reporting
STEP	Student Temporary Employment Program
STP	Strategic Plan Codes
SY	Scientists (Scientist Year)
T&A	Time & Attendance

TFT	Temporary Full Time
TPS	Target Percent in Salaries
TPT	Temporary Part Time
TSP	Thrift Savings Plan
USDA	United States Department of Agriculture
USDFRC	U.S. Dairy Forage Research Center
WGI	Within Grade Increase
WHNRC	Western Human Nutrition Research Center
WRRC	Western Regional Research Center